

## **GRAY NOTEBOOK PRESENTATION**

### **BRIEFING PAPER**

Prepared for the  
February 2004 Commission Meeting

Prepared by: Daniela Bremmer, Director of Strategic Assessment

Reviewed by: Charlie Howard, Director, Strategic Planning & Programming Division

Approved by: Paula Hammond, Chief of Staff

### **PURPOSE:**

Presentation of the agency's quarterly performance report, the *Gray Notebook*, for the quarter ending December 31, 2003.

### **ACTION/OUTCOME:**

Commission review of agency performance results and input. After Commission review, the latest edition will be printed and distributed to internal and external audiences.

### **BACKGROUND:**

The purpose of the Gray Notebook is to report the agency's performance and accountability results for review by the Transportation Commission and others.

### **DISCUSSION:**

Presentation and discussion of agency's performance results reported in the Gray Notebook for the quarter ending December 31, 2003.

The Gray Notebook will be presented in two sections

1. *Beige Pages* for Performance Reporting on Project Delivery of the 2003 Transportation Funding Package

- Contract Advertising and Awards; Project Completions and Construction Highlights; Proposed Adjustments; Options for Legislative Consideration; Watch List; and Program Management Information:

John Conrad;  
Paula Hammond  
Amy Arnis

- Financial Information:

2. *White Pages* for Performance Reporting on Program Functions and Results:

- Highway Construction: Quarterly update: Greg Selstead, Dan Sunde
- Environmental Program, Annual update: Megan White

- Maintenance Program, Annual update: Chris Christopher
- Highway Safety, new feature and quarterly update: John Milton  
Roger Horton
- Pavement Condition, Annual Update Pat Morin, Siva Nadara
- Summary of other sections as time permits Robin Hartsell

**RECOMMENDATION:**

Staff recommends that the Commission review performance information and provide feedback to agency management.

For further information, please contact Daniela Bremmer, Director of Strategic Assessment, 360-705-7953.